

BEDFORD PLANNING BOARD
Town Hall— Selectmen's Meeting Room
Minutes
May 10, 2016

MEMBERS PRESENT: Jeffrey Cohen, Chair; Lisa Mustapich, Clerk;
Sandra Hackman; Shawn Hanegan and Amy Lloyd

MEMBERS ABSENT: None

STAFF PRESENT: Glenn Garber, Planning Director; Catherine Perry, Assistant Planner
Cathy Silvestrone, Planning A.A.

STAFF ABSENT: None

OTHERS PRESENT: David Powell, Finance Committee & Dot Bergin, Bedford Citizen News

Jeffrey Cohen, Chair convened the Planning Board meeting at 7:31 PM

Emergency Evacuation notice - read by Lisa Mustapich, Clerk

Lisa Mustapich, Clerk informed the public that the best way to stay informed of town board & committee meetings, agendas, and minutes is by subscribing to E-Info. on the town's website.

Note: All meeting submittals are available for review in the Planning Office.

OLD BUSINESS

1. Finalization of Decision – 30 Chelmsford Road/Gregory Drive Cluster Subdivision –
POSTPONED until May 24.

Planning Director Garber explained that he and Attorney Fee, have been working on minor changes to the draft decisions for Gregory Drive Cluster Subdivision; and that they have a conference call scheduled for tomorrow to finalize those drafts. Attorney Fee, on behalf of his client, Yakov Kogan (applicant/property owner) submitted a written request for an extension of the regulatory process allowing additional time to finalize the Certificate of Action and Special Cluster Subdivision decisions. Planning Board members reviewed the submitted extension request and asked Director Garber to share some of the changes Attorney Fee was asking for. Director Garber informed the Board that most changes were very minor and didn't alter the original intent of the draft decisions that were previously approved. Director Garber mentioned that there was some confusion regarding the DPW *not* requiring an additional fire hydrant in their comment memo as stated in the Special Permit decision; however, Director Garber pointed out to Attorney Fee that the Fire Department did request an additional hydrant; and that he would make that clearer in the special permit decision.

MOTION: Lisa Mustapich moved to accept the May 6, 2016 request for an extension of regulatory process from Attorney Fee's office (Pierce & Mandell, P.C.) on behalf of property owner Yakov Kogan in regards to Gregory Drive cluster development for reasons discussed. (Shawn Hanegan seconded the motion)

VOTE: 5-0-0

2. Brief update of Business Zoning RFP and possible inclusion of Market Study--

Director Garber provided the Board with an April 28, 2016 revised version of the RFP for consulting services for the comprehensive analysis and re-writing of all business district zoning along The Great Road, from Shawsheen Road to North & Carlisle Roads.

Chair Cohen shared that the town was granted \$17,000 in funding for a market study of the area along The Great Road; and then asked Director Garber where in the RFP should reference to the market study appear. Director Garber commented that the wording of its preliminary scope could be included separately and treated as a contingency item. A question was raised, as to who the point of contact would be for the market study. All agreed that it should be the Economic Development Coordinator. Sandra Hackman shared some concern regarding process when choosing the consultant for the zoning contract and added that she would like the choice be based mostly on the candidates' qualifications rather than cost. Director Garber pointed out that the Town Manager plans to revise the relevant sections in the RFP (Reviewing period, Process and Basis of Award) and that he and Mr. Cohen plan to have a work session with the Town Manager and later provide a revised RFP to all Board members for further discussion during the May 24 meeting.

3. Endorsement of Complete Streets Policy—

Catherine Perry, Assistant Planner, explained that at the last meeting the latest version of the Complete Streets Policy was before the Board for discussion; however, due to a very busy meeting this discussion never took place. Ms. Perry further explained that since last meeting there was a minor change to the final sentence in the policy and noted the Selectmen already voted to approve the policy on May 2; however, Adrienne St. John, Public Works Engineer, thought it would be favorable to also have Planning Board support to back-up the application for state certification. Board members had a very brief discussion regarding timelines and process and then the following motion and vote was taken:

MOTION: Lisa Mustapich moved to endorse the Town's Complete Streets Policy. (Amy Lloyd seconded the motion)

VOTE: 5-0-0

NEW BUSINESS

1. Hiring Process for Recording Secretary—

Director Garber shared that there is approximately \$5,500 in Planning's budget for FY17 to hire a Recording Secretary. At one point there was discussion of hiring one candidate to record minutes for both Planning Board and Finance Committee, thus combining the Recording Secretary positions; however, no further action was taken. Director Garber further shared that Planning's Recording Secretary position will be posted on the town's website as a part-time job without benefits and the candidate will be compensated at a flat rate fee per meeting.

2. Planning staff changes—

Chair Cohen discussed upcoming changes to Planning staff. He announced that Director Garber is retiring and plans to leave his position towards the end of June. Applications for the Director position are requested for late June and interviews will begin in July with a September start date. Board members shared concerns regarding Planning's workload and the shortage of staff during the interim period between Director Garber's departure and filling the position. Catherine Perry commented that regulatory permitting needs to be given priority and Board members agreed. Director Garber mentioned that there are contractual reviewing firms that could assist in the interim; however, funding could be a concern.

3. Preliminary thoughts on future work program priorities

Lisa Mustapich expressed to other board members that everyone needs to be realistic on goals for future work given the upcoming shortage with staff, and board and staff members taking vacations. Chair Cohen agreed and commented that under the circumstances Planning staff and the Board will most likely only be able to get through regulatory permitting items and move forward with the Business Zoning RFP in the very near future.

Board members discussed potential zoning bylaw amendments to work on for ATM/Spring 2017. Ms. Hackman spoke about revisiting Transportation Demand Management (TDM) efforts. Director Garber recalled that he drafted a TDM Regulation and shared that Catherine Perry did begin to craft a TDM bylaw amendment; however, the regulatory workload got too busy to complete that effort. The Board expressed a preference to pilot this item as a regulation. Catherine Perry suggested that it may be desirable to address the parking issues that were not covered in the industrial zoning amendments approved at ATM 2016 since there is market demand for allowing higher ratios, although traffic impacts need to be weighed in the balance. Board members asked if completing industrial zoning amendments for Wiggins Avenue area is doable for ATM/ Spring. Amy Lloyd suggested working on a solution for accessory dwelling unit issues. Lisa Mustapich expressed that she would like data on what prevents accessory units from being constructed. The Board will prioritize these items and address what is reasonable to address, considering the Planning Director transition.

REPORTS/DEVELOPMENT UPDATE— (verbal reports; non-deliberative)

Catherine Perry—

- Alphonsa Lane subdivision—Ms. Perry met with the developer and property owner on site to discuss trees that were removed and shouldn't have been. The developer needs to plan to provide replacement street trees with suitable spacing and to protect remaining trees.
- 54 Loomis Street IMU development—developer has confirmed that they will address the curb ramp issue and DPW has plans for an accessible connection to the bikeway.

Director Garber—

Spoke with the developer of the potential Fox Run Road/Buehler Road PRD and urged them to schedule a discussion with the Housing Partnership.

Lisa Mustapich—no news on the Coast Guard Housing, beyond the fact that the Town's appraisal/bid has been submitted.

Sandra Hackman—

- Lexington passed a residential Floor Area Ratio (FAR) zoning bylaw amendment
- Minuteman Advisory Group on Inter-local Coordination (MAGIC) has 50K available for a study of mitigating and adapting to climate change; the report is due by the end of June. Proposing phase II and will work with the 13 towns on any needed bylaw changes.
- Is in line to become the secretary for Metropolitan Area Planning Council (MAPC).

Amy Lloyd—

Attended MAGIC's Annual Legislative Breakfast and reported that transportation (expanding regional transit, commuter parking and last mile funding options) was high on the list of topics. Ms. Lloyd also mentioned that zoning reform and open space were other topics of interest.

Jeffrey Cohen—

- Spoke about the free-standing sign located in the Bedford Market Place shopping center. The property owner wants to replace the existing sign with a larger replacement than the new sign bylaw allows. A past variance granted by the ZBA would permit the sign to be slightly over 100 sq. ft. in area.
- First Parish representatives are before Historic District Committee (HDC) in regards to the installation of solar panels on the church's roof—discussion was continued to first Wednesday in June.

SCHEDULING UPCOMING MEETINGS:

Planning Board members discussed potential upcoming meeting dates and agreed on the following:

July 12, August 2, August 23, September 13 and September 27

Ms. Mustapich informed the Board she was unable to attend a previously scheduled meeting on June 7.

ADJOURNMENT:

MOTION: Shawn Hanegan moved to adjourn the meeting. (Lisa Mustapich seconded the motion).

VOTE: 5-0-0

TIME: 9:05 PM